

**LYMAN-DAYTON FIRE COMMISSION (FC)**  
**Notes from Joint Workshop FC/Select Boards/Budget Committees**  
**October 7, 2014**

**Note:** This was a workshop attended by FC Members, Select Persons and Budget Committees from Lyman and Dayton to discuss Goodwin's Mills Fire-Rescue items of mutual interest. The workshop was not recorded and no votes were taken. Action items from the workshop are shown below. These notes have been prepared for FC records.

**Location:** Lyman Town Hall. Called to order at 6:34 p.m. by Chair, Lyman Budget Committee/Fire Department Treasurer.

**Present**

Lyman Budget Committee – Lisa Vargas (Fire Dept Treasurer), Maurice St. Clair, Stephen Gray, Jeff Demers, John Houy

Dayton Budget Committee – Nancy Harriman, Jim Roberts, Woody Brown,

Lyman Selectpersons – Victoria Gavel, Nancy Harrison, Ed Sanborn, George Sutton, John Tibbetts.

Lyman Select Board Clerk – Marie Nickel

Dayton Selectmen – Dan Gay

Fire Commissioners: Jim Roberts, Amos Gay, Don Hernon, John Houy, Wendell Smith

GMFR: Fire Chief Rod Hooper, Deputy Chief Chad Johnston, Captain Ben Harris, Captain Thomas Hooper

Lyman Resident – Fred Bechard

**Handouts**

**Capital Planning** spreadsheet prepared by Fire Chief showing:

- GMFR Equipment Replacement Purchases Funded from Operations
- GMFR Capital Equipment Expenditures, including:
  - SCBA, Defibrillators, Misc, Extrication Tools, Station Devices, Fire Apparatus (vehicles), Ambulances, and Equipment Purchased with Apparatus

**GMFR Revenue Summary Report** and **GMFR Expense Summary Report** prepared by GMFR Treasurer Lisa Vargas

**EMS Revenue Spreadsheet** prepared by FC Chair Jim Roberts

**Basis of Proposed GMFR Paid Time Off Concept** prepared by FC Secretary Don Hernon

**Votes Taken – None**

## **Items Discussed**

**GMFR Capital Planning** – Fire Chief explained the spreadsheet items. Need for capital expenditure planning was discussed.

**Revenue Stream Planning** – FC Chair explained the goal of eliminating the use of estimated EMS revenue to offset the GMFR Operations budget, without a tax increase. Target is to accumulate \$125,000 in surplus funds to achieve this goal. Discussion followed.

**Budget Line Items** – GMFR Treasurer stated that some items (e.g., Uniform Allowance, Workmen’s Compensation, Volunteer Insurance) should be moved from Personnel to Operations. Discussion followed with some disagreements.

**Action** - GMFR Treasurer will review suggested changes with GMFR Auditor.

**Benefits Reserve Account** – GMFR Treasurer stated that there is currently an Unemployment Reserve Account being funded by both towns. There is no reserve account to fund benefits for full time GMFR personnel who leave the Fire Department and may be owed pay for unused vacation/sick/leave/personal leave as specified in the GMFR Personnel Policy. Need to establish an account to fund this future Personnel Account expenditure.

**Basis of Proposed GMFR Paid Time Off Concept** – FC Secretary explained the basis for the proposal to use Paid Time Off to replace paid hours allocated for full time GMFR employees for holidays/sick time/personal days/vacation. Table showing paid hours vs years of full time service was presented, with an explanation of each category (holidays, sick time and personal days, vacation, annual adjustment for employees with more than 80 hours per pay period, maximum accumulation, cash out process). Discussion followed.

**Action** - FC Secretary to send table electronically to Select Board members.

**Adjourned** – Workshop adjourned at 7:48 pm.

**Submitted, as noted, this date of October 7, 2014, by FC Secretary, Don Hernon.**